

NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'S

NATIONAL WEATHER SERVICE

**STRATEGIC PLAN for
Asian American/Pacific Islander Employment Program
2005-2007**

Working Together to Save Lives



Asian American/Pacific Islander Employment Program

Operating Plan

FY 2005- FY 2007

The primary objective of NOAA's National Weather Service (NWS) Asian American/Pacific Islander (AA/PI) Employment Program is to ensure that AA/PIs have equal access and opportunity to compete fairly in recruitment, training, upward mobility, promotions, and any other condition of Federal employment. On May 13, 2004, President Bush signed an amendment to Executive Order 13125 on 'Increasing Participation of Asian Americans and Pacific Islanders in Federal Programs' to improve the quality of life of AA/PIs through increased participation in federal programs where they are underserved. The Executive Order calls on all Federal departments to mobilize their resources to address the unmet needs of Asian Americans and Pacific Islanders.

The NWS is committed to improving the representation of AA/PIs in its workforce. In an assessment done by the Office of Equal Opportunity and Diversity Management (OEODM) in October 2004, AA/PIs are underrepresented in the NWS workforce. AA/PIs represent 3.6% of the National Civilian Labor Force (NCLF), but only 3.2% of the NWS workforce. AA/PI males have reached parity with the NCLF; however, AA/PI women have not. AA/PI women represent 1.7% of the NCLF and 0.9% of the NWS workforce. AA/PI males are underrepresented in all seven mission-related occupations and AA/PI women are underrepresented in 6 out of 7 occupations. AA/PI women have reached parity in the Electronic Engineer series. The seven mission-related occupations are: Meteorologist, Meteorologist Technician, Electronic Engineer, Electronic Technician, Physical Scientist, Hydrologist, and Information Technology Specialist.

The NWS realizes diversity represents one of our greatest strengths, and we must strive to ensure that all Americans have the opportunity to reach their full potential. NWS recognizes the accomplishments and contributions AA/PIs make to our nation and workforce.

One of OEODM's highest priorities has been to undertake a serious effort to strengthen the NWS workforce and management capabilities while addressing workforce diversity issues. This AA/PI Operating Plan (AA/PIOP) will be used to manage the diversity of our employees by building an inclusive workforce, fostering an environment that respects the individual, and offering opportunities for all persons to develop to their full potential in support of Atmospheric Science. Through this plan the NWS is seeking to build relationships with AA/PI communities and engage them in the NWS operations. The plan calls for strengthening NWS outreach activities in a comprehensive effort to promote partnership opportunities with the AA/PI community in three critical areas: employment, education, and training.

FY 2005-2007 Goals

Goal	Lead Office	Completion
Research NWS recruitment strategies used to target AA/PI through professional organizations (e.g., Asian American Government Executive Network) and colleges and universities.	OEODM	Quarter IV – FY 2005 Collaborated with NOAA Civil Rights Office in recruitment efforts. In particular, purchased exhibit booth every year at the Annual National Leadership Training Conference of Federal Asian Pacific American Council (FAPAC) to do outreach and recruitment. The effort will continue into the future.
Develop AA/PI web page.	OEODM	Quarter III – FY 2005 Information for the AA/PI Special Emphasis Programs has been collected. Links to several prominent AA/PI web sites have been established. The links include Federal Asian Pacific American Council (FAPAC) and Organization of Chinese Americans (OCA). The effort will continue into the future.
Initiate dialogue to establish long-term relationships with AA/PIs, Asian organizations and advocacy groups.	OEODM	Quarter IV - FY2005 Long-term relationship has been established between OEODM and Federal Asian Pacific American Council (FAPAC). Relationship with Asian American Government Executive Network (AAGEN) will be initiated later. Dialogue with FAPAC will be improved and that with AAGEN will be initiated.
Identify and target institutions that graduate a significant number of AA/PI with degrees that meet NWS job needs.	OEODM	Quarter I – FY 2006 A list of colleges and universities that have significant numbers of AA/PI students was been collected. Institutions that graduate a significant number of AA/PI students with degrees that meet NWS job needs will be identified and approached for recruitment purposes.

Establish a relationship with regional AA/PI managers.	OEODM	<p>Quarter IV – FY 2005</p> <p>Communications with the NWS Eastern Region AA/PI Special Emphasis Program Manager was established before. All NWS regional AA/PI SEPMs will be approached and relationship established.</p>
Create awareness among high-potential NWS AA/PI employees of SES opportunities.	OEODM	<p>Quarter III – FY 2006</p> <p>NWS employees have been encouraged to participate in the annual APA Federal Career Advancement Summit, free of charge, held by U. S. Department of Labor and OPM, in conjunction with FAPAC. At the Summit, Executive Coaching Sessions were provided, which promote the awareness of SES opportunities.</p>
Inform NWS minority employee groups and other Federal government AA/PI Employment Program Managers (AA/PIEPMs) about hiring and promotion opportunities and utilize their networks for identifying qualified candidates for senior positions.	OEODM	<p>Quarter I– FY 2006</p> <p>Serving as a FAPAC Executive Board member, the NWS AAPI SEPM is able to communicate with AAPI program managers of other Federal agencies regarding hiring opportunities at NWS. Also, at networking sessions of various conferences, representing FAPAC, communicating employment opportunities is promoted.</p>
Review NWS AA/PI employee participation in existing skill-building training programs, conferences, and seminars.	OEODM	<p>Quarter IV – FY 2005</p> <p>Reviewed the NWS AA/PI employee participation in the FAPAC Annual National Leadership Training Conference, the APA Federal Career Advancement Summit, and OEODM sponsored seminars is minimal. OEODM is developing creative incentives to increase participation.</p>
Establish long-term relationships with AA/PI organizations and professional groups.	OEODM	<p>Quarter III- FY2006</p> <p>Interactions with FAPAC on several occasions, such as support for FAPAC annual conferences have been established.</p>

Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified AA/PI candidates (GS-13-15) for senior-level position.	OEODM	<p>Quarter I - FY2006</p> <p>Some relevant concerns were raised through phone calls from outside of NOAA to the NWS AAPI SEPM. The OEODM is developing a collaborative effort with NOAA WFMO. The task is ongoing based on NOAA hiring practices.</p>
Investigate the cross training initiatives for certain series (training that would allow employees to move from one series to another).	OEODM	<p>Quarter II- FY2007</p> <p>The subject of cross training was discussed between the OEODM Director and AAPI SEPM. Realistic procedures are being explored. The effort will continue.</p>
Review the possibility of offering more career ladder positions.	OEODM	<p>Quarter I- FY2007</p> <p>The OEODM is developing a collaborative effort with NOAA WFMO. This task is ongoing based on the changes in NOAA's hiring practices.</p>

Goal A: Enhance/Develop Employee Potential

Recruitment of Mentors and Mentorees

1. Establish formal mentoring program for interested Asian employees.

Lead Office: OEODM

Completion: Identify mentors and mentorees by end of Quarter IV - FY2006

Comments: A mentoring program was developed and some mentors were identified (registered). At least one mentor has retired from the Federal Government. The program will be re-assessed and milestones will be identified.

Recruitment

1. Research NWS recruitment strategies used to target Asian American/Pacific Islanders through professional organizations (e.g., Asians American Government Executive Network), and colleges and universities (e.g., the University).

Lead Office: OEODM

Completion: Create an AA/PI employment communications plan and initiate dialogue with a minimum of four major AA/PI publications and organizations by end of Quarter IV - FY2005.

Comments: Collaborated with NOAA Civil Rights Office in recruitment efforts. In particular, purchased exhibit booth every year at the Annual National Leadership Training Conference of Federal Asian Pacific American Council (FAPAC) to do outreach and recruitment. Had connection with Asian American Government Executive Network (AAGEN). Will initiate dialogue with AAGEN and other AA/PI organizations.

2. Ensure that the requirements in vacancy announcements and the language in ranking factors are not restrictive or biased in nature; areas of consideration are broadened, where possible and review “status only” requirement.

Lead Office: OEODM

Completion: Review vacancy announcement language and procedures by end of Quarter III - FY2006.

Comments: OEODM is coordinating with the NOAA WFMO on the review of job vacancy announcements with broad areas of consideration. The limited English proficiency of AA/PIs is one of the major concerns.

3. Initiate dialogue to establish long-term relationships with AA/PI organizations and advocacy groups, e.g., FAPAC, OCA, NAAAP, NAATA, the Governor’s Office on Asian Pacific Islanders and AA/PI professional organizations.

Lead Office: OEODM

Completion: Initiate dialogue with a minimum of three AA/PI organizations by end of Quarter IV - FY2005.

Comments: Relationship with FAPAC has been maintained for a decade. More dialogue with FAPAC will be promoted. Dialogue with more AA/PI organizations will be initiated.

4. Identify and target institutions that graduate a significant number of AA/PIs with degrees that meet NWS job needs.

Lead Office: OEODM

Completion: Develop list of viable candidates by end of Quarter I - FY2006.

Comments: A list of institutions that have significant numbers of AA/PI students was submitted to OEODM by the AA/PI SEPM. Institutions that graduate a significant number of AA/PIs with degrees that meet the NWS job needs will be specifically identified.

5. Review SES search and placement procedures and ensure effective outreach tools are utilized to actively recruit qualified AA/PI candidates for senior-level position.

Lead Office: OEODM

Completion: Make recommendations to Human Resources and Assistant Administrator on correcting any deficiencies by end of Quarter II - FY2006.

Comments: Some relevant concerns were raised through phone calls from outside of NOAA to the NWS AAPI SEPM. The OEODM is developing a collaborative effort with NOAA WFMO. The task is ongoing based on NOAA's hiring practices and compliance with the EEOC MD-715.

6. Create awareness among NWS recruitment personnel about the wide variety of AA/PI recruitment sources that can yield potential SES applicants (e.g., *National Association of Asian American/Pacific Islander Federal Executives, Society of Asian American Pacific Islander Professional Engineers, etc.*).

Lead Office: OEODM

Completion: Initiate dialogue for the purpose of ensuring a pool of qualified applicants, with AA/PI executive-level organizations by end of Quarter III - FY2006.

Comments: There has been connection with AAGEN. Will promote dialogue with AAGEN and other AA/PI executive-level organizations to build a pool of qualified applicants.

7. Create awareness among high-potential NWS AA/PI employees of SES opportunities.

Lead Office: OEODM

Completion: Create an SES awareness campaign by end of Quarter III - FY2006.

Comments: NWS employees have been encouraged to participate in the annual APA Federal Career Advancement Summit, free of charge, held by U. S. Department of Labor and OPM, in conjunction with FAPAC. At the Summit, Executive Coaching Sessions were provided, which promote the awareness of SES opportunities.

8. Identify and promote awareness of government-wide and NWS executive development training programs among high-potential AA/PI candidates in order to increase opportunities for inclusion in SES selection pools.

Lead Office: OEODM

Completion: Create an awareness campaign by end of Quarter III- FY2006.

Comments: NWS employees have been notified to participate in the Executive Leadership Program sponsored by Department of Commerce periodically. Will promote similar programs for NWS high-potential AA/PI employees.

9. Inform NWS minority employee groups and other Federal government AA/PI Employment Program Managers (AA/PIEPMs) about hiring and promotion opportunities and utilize their networks for identifying qualified candidates for senior positions.

Lead Office: OEODM in coordination with National Council of AA/PIs Employment Program Managers.

Completion: Secure membership to National AA/PI Council Employment Program Managers. By end of Quarter I - FY2006.

Comments: SEPM is serving as a FAPAC Executive Board member, the NWS AAPI SEPM is able to communicate with AAPI program managers of other Federal agencies regarding hiring opportunities at NWS. Also, at networking sessions of various conferences, representing FAPAC, communicating of opportunities is promoted.

Goal B: Improve Retention

1. Review NWS internal employment practices undertaken to retain AA/PI employees (e.g., use of retention bonuses, awards, promotions, etc.).

Lead Office: OEODM

Completion: Review retention data and make suggestions to correct any deficiencies by end of Quarter I- FY2006.

Comments: OEODM is collaborating with the NOAA WFMO on the employee retention issues.

2. Review exit interview procedures, questionnaires, and data for AA/PI employees and make recommendations for improvement.

Lead Office: OEODM

Completion: Review existing procedures, questionnaires, and data continuously.

Comments: NOAA exit interview procedures are in place. Some feedback to NOAA exit interview questionnaires were examined. Will take more realistic action to encourage departing NWS employees to take exit interview.

Goal C: Disseminate Accurate and Compelling Information about Training and Development Opportunities

1. Review NWS AA/PI employee participation in existing skill-building training programs, conferences, and seminars.

Lead Office: OEODM

Completion: Review AA/PI participation data for training program by end of Quarter III - FY2006

Comments: Participation of NWS AA/PI employees in OEODM sponsored seminars, the FAPAC Annual National Leadership Training Conferences, and the APA Federal Career Advancement

Summit (free of charge) was reviewed. Number of participants needs to be increased. Will explore more support for employees' participation in terms of financial resources and official time.

2. Promote awareness among NWS AA/PI employees of opportunities to compete for managerial, executive and upward mobility training (e.g., SES Candidate School, Federal Executive Institute, and the executive potential program).

Lead Office: OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter III - FY2006.

Comments: The Executive Leadership Program sponsored by Department of Commerce periodically was announced through the Department wide e-mail distribution. Will explore realistic method to encourage NWS AA/PI employees to participate.

3. Review NWS nomination process for participation in leadership, and executive potential programs and other developmental programs open to GS 6 – 13.

Lead Office: OEODM

Completion: Review procedures for advertising and notifying employees about opportunities and make suggestions to correct any deficiencies by end of Quarter II - FY2006.

Comments: The Aspiring Leadership Program sponsored by Department of Commerce periodically was announced through the Department wide e-mail distribution. Will explore the possibility to promote nomination process for the NWS AA/PI employees.

Goal D: Monitor and Ensure Accountability

The NWS senior-level management is primarily responsible for ensuring and emphasizing efforts to achieve a fully diverse workforce, inclusive of AA/PIs. OEODM, through existing tracking and reporting mechanisms will assist the NWS Assistant Administrator, Deputy Assistant Administrator, Headquarters Office and Regional Directors, managers, and supervisors in accomplishing workforce diversity by implementing and monitoring workforce profiles and measures. The NWS will use the following action items to promote accountability and results with respect to AA/PI employment.

1. Periodically update and review organizational AA/PI workforce goals and achievements.

Lead Office: OEODM

Completion: Review goals and accomplishments semiannually.

Comments: None.

2. Submit Annual Status Report to the OEODM Director on NWS progress towards improving the promotion potential of AA/PIs.

Lead Office: OEODM

Completion: Annually.

Comments: None.